E-QIP INSTRUCTIONS

1.   Begin by going to this website: www.opm.gov/e-qip/ only AFTER the Security Manager has instructed you to complete the investigative form. You are also being provided the Handbook, "Applicant Electronic Questionnaires for Investigations Processing (e-Qip)" (PDF version). Please ensure you READ and follow the step-by-step instructions provided to you in the Handbook.

2. Page 10 of the Handbook explains "Web Browser Compatibility". Before using e-Qip, the system verifies that you are using an approved web browser that is properly configured. If you have difficulties connecting, please go to Page 10 for solutions before contacting USACAC Security.

3. You will be asked 3 Golden Questions:(1) In what four digit YEAR were you born? 2) In what CITY were you born? (you must enter **unknown**) **PAY ATTENTION** 3) What is your LAST NAME? After you provide the above information, you will then be asked 3 more Golden Questions that no one else will know. **Place an "X" in the box so you can see what you're typing in.   Your syntax must be correct!** Recommend you review the answers to the 3 questions. You cannot go back into the questionnaire if you forget the 3 Golden questions. You will be locked out, and will have to contact your Security POC.

4. Do not use the forward or back button in e-QIP. Tab to the next screen. Shift + Tab to move backwards. Use the mouse or keyboard to navigate e-QIP screen. Tab key to move between links and other from controls. Click save or continue – bottom of each screen. (if the screen has not validated, the system will tell you what needs to be corrected) To go from one screen to the other – go to navigate, top of screen, select the module you want to go to and hit go.

5. Do not enter country if state is typed in the address. Only enter country if OTHER THAN U.S.
- Every residence and employment requires a reference covering the 5 year time period.
- Each entry that contains an address must include the zip code.
- Go to www.usps.com to locate ZIP CODES
- Selective service # is required. Go to www.sss.gov to obtain the number.

6. Upon completion you must validate for no errors.
- Prior to certifying, **a working copy must be printed and taken to USACAC Security for review.** (Go to display >file>print start at page 5).
- After being reviewed by **Security**, provided there are no corrections/additions required to the form, your form will be certified and you will be required to sign signature pages.

7. If you have to make corrections after USACAC Security Reviews: Log back into e-QIP. All your data is contained therein, however, you must go back through answering all of the YES/NO questions. There is no way around this.

Alphabet A thru K – USACAC Security POC – 913-684-1790
Alphabet L thru Z – USACAC Security POC – 913-684-1789